MINUTES
Strategic Planning Committee

DATE	December 19, 2001
TIME	10:00 AM
LOCATION	Kinkead Building, 6th Floor Conference Room Carson City
RECORDER	Maggie Thorne

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office	✓	Co-Chair – Mark Blomstrom, DoIT	✓
Chuck Connor, DMV	✓	Terry Savage, DoIT	✓
Jim Demme, NDOT	✓	Scott Sisco, Cultural Affairs	✓
Myla Florence, DETR	✓	Tom Stephens, NDOT	
Sara Jones, Cultural Affairs	✓	P. Forrest Thorne, PEBS	✓
Alisanne Maffei, DoIT	✓	Doug Walther, B&I	✓
John E. Neill, NDOT	✓	Ginny Lewis, DMV	✓
Beau Pankiw, SOS		Dana Mathiesen, DMV	✓
Kathy Ryan, DoIT	✓	Freeman Johnson, CNR	✓

CALL TO ORDER

I   Introduction and Committee Purpose

- Mike Hillerby, Committee Chair, called the meeting to order at 10 am.
- Members introduced themselves and the agency they represented.
- Mike made mention that the Committee's mission needed to include that one of goals of the Committee is to provide guidance in making decisions and prioritizing. The mission statement should also reflect that the Committee was formed to make decisions on IT strategy for the State.

II   Review and Approval of the Minutes.

- The members reviewed the minutes from the October 31, 2001 meeting. Mike amended item #9 of those minutes to read: <u>Woody Thorne stated that the committee should deal in broad issues, perhaps with an 18-month technical cycle and 3 year budget cycle.</u>
- Myla asked if a November 28th meeting took place (Item #14 on October 13th minutes) and was informed no meeting took place.

- Freeman Johnson, CNR, made a motion to approve the minutes **as amended,** and Terry Savage, DoIT, seconded. The minutes were then approved unanimously.

III   DISCUSSION

Review of Draft Charter

- Mike asked the Committee to review the Draft Charter. No comments on the Charter as presented.

Strategic Planning Committee Inputs

Mike went over the Summary Points the Committee developed at the October 31st meeting and indicated that the points were then reviewed by himself and Mark Blomstrom to develop common themes. The members agreed that the Committee is for servicing, not directing and acknowledged the fee structure causes frustration for state agencies. Additional comments on the Summary Points included:

- Ginny Lewis asked for quality assurance to be added under Project Management. She also asked about salaries for IT compensation. Freeman Johnson discussed the occupational study process.

- Terry Savage indicated that the IT Workforce Committee is addressing IT compensation, structure and classification definitions with the Personnel Department, most likely via an accelerated occupational study to be requested in the next budget cycle.

- Terry Savage commented on the TIPIJ and informed the members that DoIT has changed the format for the next budget in order to reduce the amount of time agencies need to spend on preparation. Kathy Ryan explained the change to three forms: small, medium, and large depending on cost of project.

  The subject of what is a project vs. product was discussed at length. Myla requested that the minimum threshold on the small category be changed from $0-$50,000 to $1,000-$50,000, and Kathy agreed to make the change. Mike said the new forms will be a part of the next budget cycle and that issues will be addressed as they arise.

Draft of Top Ten IT Issues List

Mike presented the Committee with the Top Ten IT Issues List that he and Mark Blomstrom developed and asked for input from the group.

- It was agreed that Replacement PC Procurement for agencies be added to the list. DMV, DETR and DoIT currently have a methodology built into their budgets. Woody Thorne said agencies should get this item into their base budgets. Scott Sisco asked if DoIT could make some recommendations and guidelines for agencies to use when preparing their budgets for replacing PCs. Terry agreed to come up with a quantitative method for agencies and Mike reiterated that this is a very important item to develop for agencies.

Mike asked if there were other issues to add to the list. Additions included the following:

Items	Recommended By
IT Salary Structure/Classification	Ginny Lewis
Electronic Records and definition	Scott Sisco
Adding Salary to the IT Training with minimum requirements for all IT employees	Sara Jones
• Decentralization vs. out-sourcing • Security vs. cost • MSA Philosophy • Enterprise wide optimization	Terry Savage
Small / Large Department	John Neill
Database interface, compatibility and portability	Dana Mathiesen
Mainframe vs. distributed computing	Freeman Johnson
Quality Assurance	Myla Florence

Mark agreed to update the list with the additional items, adding a description on each and sending it out to the members to rank. Members ranked list must be returned to Mark prior to the next meeting for computing. The ranking would be discussed at the next meeting

IV   WRAP UP

- Next meeting scheduled for January 16, 2001, 10 AM, same location.
- With no further business to discuss, Mike adjourned the meeting at 11:35 am wishing all a good holiday.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Prepared guidelines for agencies on procuring PC replacements	Terry Savage
2.	Update Top Ten List and send to members	Mark Blomstrom
3.	Rank Top Ten List and return to Mark Blomstrom prior to 1-16 Meeting	All
4.	Amend small TIR to $1,000-$50,000	Kathy Ryan